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Activity 3 - Queries and Reports Practice Questions

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The Doctor's Surgery

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Task Scenario



You have been asked to create a database for the East Berkshire Doctors Surgery.



Currently all records are stored on a spreadsheet.



The surgery would like to be able to store and report on surgery visits.



Currently staff have two types of speciality – GP and Nurse.



The surgery would like to have more specialised doctors and nurses in the future, but each member of staff will continue to have a single speciality.



Task Scenario



The database will record information about:



Staff



Patients



The appointments on a given day.



Task Scenario



Each doctor must see at least one patient in a day and a patient cannot see more than one doctor in a day.



An Appointment can be a single or a double session identified as 1 or 2.



There are two types of patient: Private and NHS. Privately funded patients are sent a bill of £50 for each visit to the Doctor.



A doctor cannot see more than 2 privately funded patients in a single day.



When an appointment is made the staff and the patient are selected.



The Data.

Appointment ID	Staff ID	Patient ID	Staff Speciality	Appointment Date	Appointment Type	House Number	Speciality ID	Postcode	Patient Type	Staff Surname	Patient Surname
1	1	27	GP	27/07/2020	1	5	1	RG4 8NP	Private	Smith	Iqbal



Queries

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Query 1

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Create a query that shows an alphabetical list of all patient data sorted by surname A - Z



This is a simple single table query



Select everything from the patient table



Show all columns



Add 'ascending' to the Surname column sort row



Create a query that shows an alphabetical list of all patient data sorted by surname A - Z

QUERY RESULTS

PatientID	Surname	HouseNameOrNumber	Postcode	PatientType
1	Bailey	28	RG1 7BG	NHS
60	Choudrie	12	RG4 8NQ	Private
8	Harris	2F1	RG1 9LK	NHS
27	Iqbal	5	RG4 8NP	Private
6	Mulley	5	OX4 5BL	NHS
12	Taylor	The Arches	RG5 8HU	Private

QUERY DESIGN

Field:	PatientID	Surname	HouseNameOrNumber	Postcode	PatientType
Table:	tblPatient	tblPatient	tblPatient	tblPatient	tblPatient
Sort:		Ascending			
Show:	☒	☒	☒	☒	☒
Criteria:					
or:					

SORT



Query 2

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Create a query that shows an alphabetical list of doctor information sorted by surname Z - A



This is a simple single table query



Show only the surname from the staff table, include Speciality but do not display it



Add 'descending' to the Surname sort row and 1 to the speciality criteria – this selects all the doctors.



Create a query that shows an alphabetical list of all doctor names sorted by surname Z - A

QUERY RESULTS

Query2_AllDoctorNames		
	Surname	Speciality
	Smith	1
	Jones	1
*		

QUERY DESIGN

Query2_AllDoctorNames		
tblStaff		
* StaffID Speciality Surname		
Field:	Surname	Speciality
Table:	tblStaff	tblStaff
Sort:	Descending	
Show:	☒	☒
Criteria:		1
or:		

SORT (points to Descending)
CRITERIA (points to 1)



Query 3

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Create a query that shows all appointment data for Doctor ID 1.



This is a simple single table query



Select only the AppointmentID, AppointmentDate, PatientID and AppointmentType fields from the Appointment Table



Add 1 to the StaffID criteria row and do not tick the 'show' box



Create a query that shows all appointment data for Doctor ID 1.

QUERY RESULTS

Appointment	PatientID	AppointmentDate	AppointmentType
1	27	27/07/2020	1
4	6	28/07/2020	1

QUERY DESIGN

Field:	AppointmentID	PatientID	AppointmentDate	AppointmentType	StaffID
Table:	tblAppointments	tblAppointments	tblAppointments	tblAppointments	tblAppointments
Sort:					
Show:	☒	☒	☒	☒	☐
Criteria:					1

↑
CRITERIA

↑
CRITERIA



Reports

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Report 1

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Report 1 – Query Information



This report runs from a simple single table query



This needs to be created first



Use the report wizard to get this built quickly



Create a report that shows an alphabetical list of Staff Surnames only sorted Z - A

QUERY DATASHEET VIEW

Query2_StaffNames	
Surname	
Smith	
Jones	
Johnson	

QUERY DESIGN VIEW

Field:	[Surname]
Table:	tblStaff
Sort:	Descending
Show:	☒
Criteria:	SORT
or:	



Report Design View

Report1_StaffNames

Report Header

List of Staff

Page Header

Surname

Detail

Surname

Page Footer

= "Page " & [Page] & " of " & [Pages]

Property Sheet

Selection type: Text Box

Surname

Format Data Event Other All

Control Source Surname

Text Format Plain Text

Running Sum No

Input Mask

Enabled

FIELD

SOURCE



The Actual Report

Report1_StaffNames ×

 List of Staff

28 July 2020
16:20:13

Surname

Smith
Jones
Johnson

Page 1 of 1



Report 2

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Report 2 – Query Information



This report runs from a simple two table query



The key for the report is the criteria



We are selecting data for the patient 'Harris'



This is entered into the criteria row for patient surname

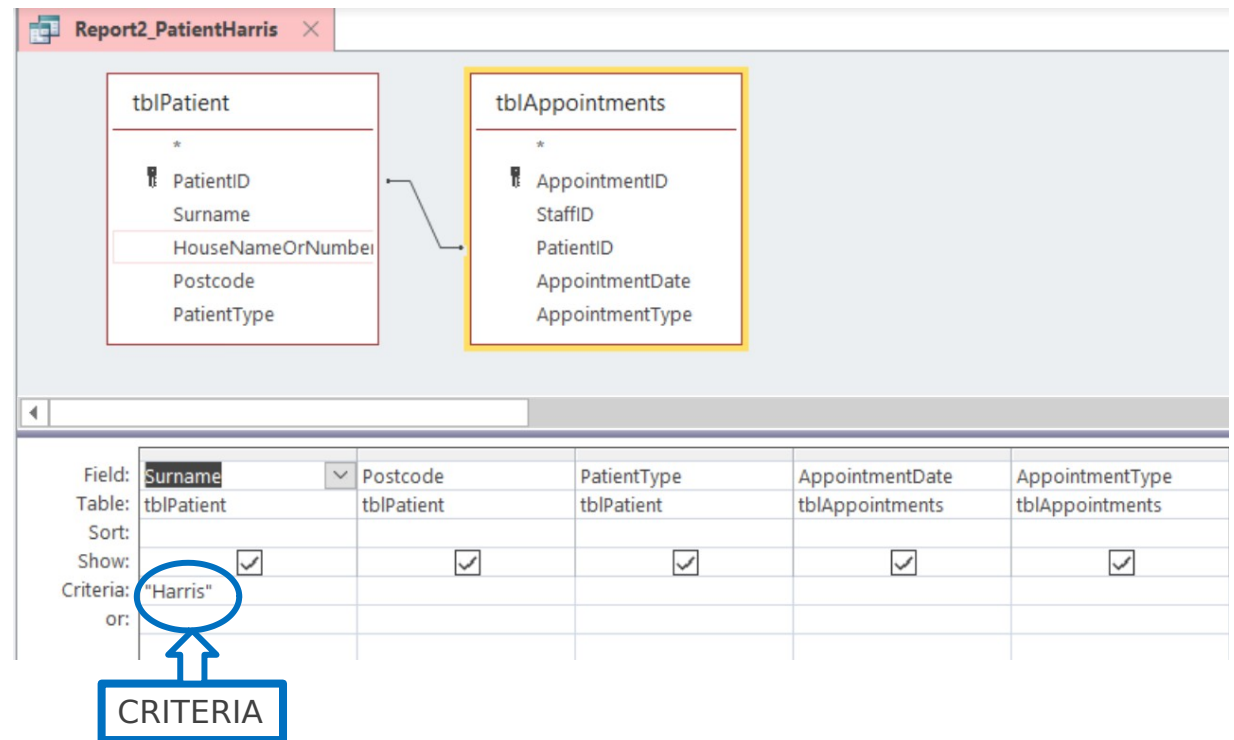


Create a report that shows the appointment data for the patient 'Harris'

QUERY DATASHEET VIEW

Surname	Postcode	PatientType	AppointmentDate	AppointmentType
Harris	RG1 9LK	NHS	28/07/2020	2

QUERY DESIGN VIEW





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